



State of Arizona
Department of Education
John Huppenthal
Superintendent of Public Instruction

The ESA Agreement

You've submitted your application, now it's a waiting game. At this point ESA staff is hard at work processing your applications and determining funding for approved ESA applicants. Once this has been completed the applicant parent will either:

- 1) **Be approved** and receive an agreement packet in the mail. The agreement packet will contain the following documents (below are samples of each document):
 - a. [Checklist](#) – The checklist details next steps and instructions, as well as provides due dates and ensures the agreement is filled out correctly.
 - b. [Award letter](#)- A one page overview of the ESA award showing total and quarterly amounts.
 - c. [ESA agreement and signature pages](#)- The ESA agreement is a one year contract entered into by the applicant parent and The Arizona Department of Education (ADE). The agreement states, in detail, the requirements of the program, eligible expenses and terms of termination.
 - d. [Expense Verification instructions & Schedule](#)- A guide to submitting **required** quarterly expense reports.
 - e. [Bank of America Form](#)- Must be returned to ADE with other documents outlined in the checklist. The form is transmitted to the Arizona Treasurer's Office for the creation of the ESA debit card.
 - f. [Official Notice of Pupil Withdrawal Form](#) (not included in the award packet)- A **required form** that must be obtained from the public/charter school that your child is currently attending and returned to ESA staff in order to receive the Empowerment Scholarship Award.

Read each document carefully as it contains all necessary reporting dates, approved expenses and information on the program. *Most answers to your ESA questions can be found in the agreement packet.*





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Once ESA agreements have been received, The Department will create permanent files for each awarded student and transmit awards to the Arizona State Treasurer's Office for distribution of the ESA cards (for specific dates please see the most current ESA timeline).

- 2) **Be denied** and receive a [denial notice](#). The denial notice details the reason for the denial as well as information for resubmitting an application for the next enrollment cycle. All applicants who turn in late applications will receive an e-mail notification.

FAQs - Agreement Paperwork

[Why do I have to provide proof of my child withdrawing from school before I get the ESA award?](#)

- Before funds can be disbursed proof of withdraw is required because a student cannot be enrolled in a public school and receive an ESA scholarship at the same time.

[Do I have to submit quarterly reports of what I've spent the ESA money on?](#)

- Yes, ESA funds are disbursed quarterly (as shown on the Expense Verification form) and requires that at the end of every quarter the applicant parent submit a report. Disbursements will NOT be released for the following quarter until your report has been submitted and approved by ESA staff.

[Is there an appeal process if my child is denied for an ESA?](#)

- There is not an appeal process for parents who have been denied an ESA. If you are awarded an ESA and subsequently removed from the program there is an appeal process pursuant to title 41, chapter 6, article 10.

[Should I wait as long as possible to withdraw my child from public school?](#)

- The Department of Education recommends that if parents accept the award that they remove their child from public school and submit an "Official Notice of Pupil Withdrawal" no later than fourteen days prior to the first disbursement date to prevent delay in their ESA debit cards. If withdrawal forms are submitted late this will delay your first ESA disbursement.

